



JOB POSTING

JOB TITLE:	Assistant Manager
STATUS:	Regular Full-Time (37.5 hours per week)
POSITION LEVEL:	Level 5
SALARY RANGE:	\$42,506.78 - \$57,125.56 annually
HIRING RANGE:	\$42,506.78 - \$49,277.01 annually
JOB LOCATION:	Robertson House CED - 32 Heath Street W. Toronto

About Mothercraft: Since 1931 Mothercraft has been a leader in supporting healthy child development, working with our many community partners to meet the changing needs of families. We are committed to excellence, continually testing new concepts and ideas related to healthy child development. We are known for our ability to translate these critical research learnings into everything we do – from our high quality child care and enrichment programs, to our services for children and families with special needs, and specialized training programs for child care providers and other professionals. Mothercraft values diversity and strives to create an environment that is welcoming and inclusive.

About Mothercraft’s Centres for Early Development: Mothercraft currently operates three Centres for Early Development (CEDs) – at Brookfield Place, at Eaton Centre, and at Robertson House. We will also be opening a fourth CED at Avondale Public School. All Mothercraft CEDs are directed by the same goal: “to support healthy child development across all families” and offer enriched quality, full day learning from 3 months to 6 years of age. The Centres’ hours of operation are generally from 7:30am to 6:00pm Monday to Friday.

Position description:

- The Assistant Manager’s role is to provide a safe, developmentally sound and nurturing environment for young children
- Assist the manager in maintaining a high quality childcare centre including: staff scheduling, wait list management, data entry and maintenance of children’s files
- Assume the responsibilities of the Manager, in the Manager’s absence, including: staff management and support, compliance with licencing and other regulatory requirements, program planning and implementation, emergency response coordination and responding to parents, provincial and municipal funders and other internal/external stakeholders
- Plan and implement play based learning and a culturally inclusive program plan
- Develop and encourage positive and secure relationships with children
- Demonstrate awareness and understanding of Mothercraft foundational theories, program statement, policies and procedures and all legislative and regulatory standards

Your experience includes:

- Early Childhood Education Diploma, BA Degree in Education is an asset
- 1 to 2 years of work experience with children and families, please note that student placements completed as part of an Early Childhood Education Diploma Program will be considered as one year of work experience
- 1 year of work experience regarding child care licencing regulations is required

- Registration with the College of ECE is a requirement
- Police reference check is a requirement
- Medical Assessment is a requirement
- Standard First Aid & CPR C Certificate is a requirement
- French language skill is an asset

You're often described as:

- A strong communicator with skills in written and verbal communication
- A great team member
- An individual who strives for excellence in providing care to children
- Having strong knowledge of early childhood development

To apply, email your resume to careers@mothercraft.org. The posting will be opened until the role is filled. We thank all applicants for their interest. Only short listed candidates will be contacted.

As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, Mothercraft will provide assistance to applicants who request accommodation throughout the recruitment process.